



## DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE  
NEW ORLEANS, LOUISIANA 70146-5000

COMNAVRESFORINST 5238.4C  
N63

**15 NOV 1999**

### COMNAVRESFOR INSTRUCTION 5238.4C

Subj: DEFENSE INFORMATION TECHNOLOGY MANAGEMENT SYSTEM (DITMS)

Ref: (a) DoD Directive 7950.1 of 29 Sep 80 (NOTAL)  
(b) SECNAVINST 5238.1C  
(c) SECNAVINST 5239.3  
(d) OPNAVINST 5239.1A  
(e) NAVCOMTELCOM Washington DC R231219Z Jul 98  
(f) COMNAVRESFOR P4000.1  
(g) Controlled Equipage Inventory System (CEIS) Users Manual  
(h) NAVCOMTELCOM Washington DC R231826Z Sep 99

Encl: (1) COMNAVRESFOR CEIS Certification Statement  
(2) DITMS Certification Statement

1. Purpose. To establish policy and provide guidance within the Commander, Naval Reserve Force (COMNAVRESFOR) claimancy, in consonance with references (a) through (h), which provide Department of the Navy (DON) policy for reporting computer resources. This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 5238.4B

3. Discussion

a. The Defense Automation Resources Management Program, under the Defense Information Systems Agency, provides centralized management of inventory reporting, sharing, and reuse or redistribution of excess federal computer resources for the Department of Defense (DoD) via DITMS, an automated information system. DITMS replaces the DON Automation Resources Management System (ARMS).

b. Reference (b) implemented computer resource management within the DON and provides additional DON information requirements. Reference (e) discontinued ARMS.

c. To facilitate the implementation of computer resource management at field activities, COMNAVRESFOR developed a microcomputer-based software application package to create and maintain the inventory data on diskette, called the Controlled Equipage Inventory System (CEIS).

**15 NOV 1999**

4. Applicability and Scope. This instruction applies to all COMNAVRESFOR activities, including contractors, having computer resources.

5. Policy. It is COMNAVRESFOR's policy to:

a. Ensure adequate computer resources for meeting COMNAVRESFOR requirements through continuing management attention at all echelons to:

(1) Maintain a current inventory of COMNAVRESFOR computer resources available to support mission requirements.

(2) Provide positive asset accountability and internal control of computer resources on-hand.

b. Use CEIS for maintaining the COMNAVRESFOR inventory of computer resources.

6. Procedures

a. All echelons will update the CEIS inventory records as equipment is received or expended.

b. Echelon III commands will:

(1) Use CEIS for maintaining the DON inventory of computer resources for their activity per the policies and procedures of references (f) and (g).

(2) Perform an annual verification of their computer resources as of 15 September, and prepare an official certification statement using the format of enclosure (1) of this instruction, retaining a copy and forwarding the original certification to COMNAVRESFOR(N63) by 30 September. Report symbol SECNAV 5238-1 refers.

(3) Report items in subparagraph 6b(2) above by forwarding a copy of the CEIS data, via floppy diskette, and the official certification to:

Commander, Naval Reserve Force  
Force Information Technology (N63)  
4400 Dauphine Street  
New Orleans, LA 70146-5046

The data diskette must be labeled to identify the submitting activity, including unit identification code.

**15 NOV 1999**

## c. Echelon IV commands will:

(1) Use CEIS for maintaining the DON inventory of computer resources for their activity, tenants, and any subordinate activity, per the policies and procedures of references (f) and (g).

(2) perform an annual verification of their computer resources as of 1 September for their activity, tenants, and any subordinate activities. Prepare an official certification using the format of enclosure (1) of this instruction, retaining a copy and provide the original certification to COMNAVRESFOR (N63) by 30 September. Provide a certification copy to the appropriate echelon III command.

(3) Report items in subparagraph 6c(2) above by forwarding a copy of the CEIS data, via floppy diskette, and the certification to:

Commander Naval Reserve Force  
Force Information Technology (N63)  
4400 Dauphine Street  
New Orleans, LA 70146-5046

The data diskette must be labeled to identify the submitting activity, including unit identification code.

d. Echelon V/VI commands will implement CEIS per guidance provided by their echelon IV level command.

## e. The COMNAVRESFOR (N63) DITMS Focal Point will:

(1) Maintain a DITMS database to consolidate all computer resource data reported by the claimancy.

(2) Periodically verify accuracy of the DITMS database.

(3) Perform an annual verification as of 30 September each year, and prepare an official annual certification statement using the format of enclosure (2) of this instruction, retaining the original and providing a copy via the chain of command to Naval Computer and Telecommunications Command (N612) by 31 October of each year. Report symbol SECNAV 5238-1 refers.

(4) Initiate action to correct discrepancies between the field commands and COMNAVRESFOR (N63) data.

(5) provide CEIS data to echelon IIIs upon request.

(6) Report items in subparagraph 6d(3) above by forwarding a copy of the DITMS data, via floppy diskette, to:

**15 NOV 1999**

Commander  
Naval Computer and Telecommunications Station  
ATTN: N612  
4401 Massachusetts Ave., N.W.  
Washington, DC 20394-5460

7. Responsibility

a. Echelon III commands must establish policy for their subordinate commands on the implementation and operation of CEIS.

b. Per references (c) and (d), echelon III and IV commanders will assign an Information Systems Security Officer (ISSO). It is strongly recommended that the ISSO be an active duty member, E6 or above, or full-time Civil Service employee, GS-6 or above. Individuals who are assigned as minor or plant property managers cannot be assigned as ISSOs due to conflict of interest. The ISSO will:

(1) Have responsibility and commensurate authority to manage implementing this instruction within their respective and subordinate activities.

(2) After completing the annual verification of the inventory of computer resources, forward the original certification statement to COMNAVRESFOR (N63) and maintain a copy for the command files.

c. COMNAVRESFOR (N63) DITMS Focal Point shall:

(1) Have responsibility and commensurate authority to manage implementing this instruction.

(2) After completing the required annual verification of COMNAVRESFOR's inventory of computer resources, forward a copy of the official certification statement to Naval Computer and Telecommunications Command (N612).

8. Accountability. Computer resources management is a matter of concern to Congress, DoD, and the Secretary of the Navy. Implementing and enforcing the policies contained herein could be included in echelon III assist visits.

9. Action. Addressees ensure compliance with policy and procedures in this instruction.

**15 NOV 1999**

10. Reports. Reference (b) assigns report symbol SECNAV 5238-1 to the Inventory of Computer Resources report mentioned in this directive. Reporting requirement was extended by reference (h) pending revision of reference (b).



Distribution: (COMNAVRESFORINST 5218.2B)  
List B1 (less 23C)

B2  
C1  
C2 (C61D only)  
D  
E6 (FJA8 only)

**J. W. YOUNG, JR.**  
**Chief of Staff**

**15 NOV 1999**COMNAVRESFOR CEIS Certification Statement

(DATE)

## MEMORANDUM FOR THE RECORD

From: (Component or Activity)  
UIC:

Subj: COMMANDER, NAVAL RESERVE FORCE CERTIFICATION OF COMPLETION  
OF ANNUAL VERIFICATION OF THE INVENTORY OF COMPUTER  
RESOURCES REPORTED IN THE CONTROLLED EQUIPAGE INVENTORY  
SYSTEM (CEIS) AS OF (DATE) (RCS SECNAV 5238-1)

Ref: (a) COMNAVRESFORINST 5238.4C

1. The inventory of computer resources reported in CEIS has been reviewed as required by reference (a).
2. Inventory data reported in CEIS is hereby certified as follows (Check One):

\_\_\_\_\_ Inventory data is both complete and accurate as previously reported. Data is acceptable for use in reports to Congress, Office of Management and Budget, General Services Administration, and Department of Defense.

\_\_\_\_\_ Integrity of the inventory data is in question. Data is NOT of acceptable quality for use in reports to Congress, Office of Management and Budget, General Services Administration, and Department of Defense. An explanation of inventory discrepancies is attached.

3. Point of contact for subject report is (name and duty phone number).

(Signature and Title)

Distribution:  
Commander Naval Reserve Force  
Force Information Technology (N63)  
4400 Dauphine Street  
New Orleans, LA 70146-5046

Enclosure (1)

**15 NOV 1999**

DITMS Certification Statement

(DATE)

MEMORANDUM FOR THE RECORD

From: Commander, Naval Reserve Force

Subj: COMMANDER, NAVAL RESERVE FORCE (COMNAVRESFOR) CERTIFICATION OF COMPLETION OF ANNUAL VERIFICATION OF THE INVENTORY OF COMPUTER RESOURCES REPORTED IN THE DEFENSE INFORMATION MANAGEMENT SYSTEM (DITMS) AS OF 30 SEPTEMBER (RCS SECNAV 5238-1)

Ref: (a) SECNAVINST 5238.1C

1. COMNAVRESFOR's inventory of computer resources reported in DITMS for Fiscal Year \_\_\_\_\_ has been reviewed per reference (a).

2. Inventory data reported in CEIS is hereby certified as follows (Check One):

\_\_\_\_\_ Inventory data is both complete and accurate as previously reported. Data is acceptable for use in reports to Congress, Office of Management and Budget, General Services Administration, and Department of Defense.

\_\_\_\_\_ Integrity of the inventory data is in question. Data is NOT of acceptable quality for use in reports to Congress, Office of Management and Budget, General Services Administration, and Department of Defense. An explanation of inventory discrepancies is attached.

(Signature and Title)

Distribution:

Naval Computer and Telecommunications Command  
ATTN: N612  
4401 Massachusetts Ave., N.W.  
Washington, DC 20394-5460

Enclosure (2)